

**SECRET**

NPIC/TSSG/RED-1875-69  
21 October 1969

**MEMORANDUM FOR THE RECORD**

**SUBJECT : EXRAND Equipment Briefing Guidelines**

Briefing should be straight forward, to the point, and non-technical. Use good briefing aids liberally. Stay with the highlights -- omit details -- be brief. Be prepared to answer questions. Use the following outline as a guide:

1. Origin and nature of the requirement.
2. Brief history and status of the Development Program.
  - A. Management Features
  - B. Technical Features
3. Brief description (operationally oriented). How is it used? What does it do? How much better?
4. Schedule to completion and T&E of prototype.  
Schedule and cost of production models.

Special Assistant for Plans & Applications, NSD

**Distribution:**

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